



# Foreign Affairs Manual

## 3 FAH-1 — Personnel Operations Handbook

**Change Transmittal:** POH-157

**Date:** March 07, 2013

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### 3 FAH-1 H-3460 OTHER PAID LEAVE

#### Changes

1. This CT issues an update to **3 FAH-1 H-3460, Other Paid Leave**, by adding the Department's policy on administrative leave for conduct-related reasons, as outlined in March 2010 ALDAC. Also, information on funeral leave has been deleted from the 3 FAH-1 H-3460 Handbook to eliminate duplication.
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remain in place.
3. Changes appear in *italic* and *dark magenta*. Italic and dark magenta provide an historical record of changes. New or substantially revised subchapters will not appear in italic and dark magenta.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

#### Filing Instructions for Paper Copies

1. Remove and discard old subchapter 3 FAH-1 H-3460 (CT:POH-153, 06-22-2012) and replace it with revised subchapter 3 FAH-1 H-3460 (CT:POH-157; 03-07-2013).
2. After inserting the handbook in the binder, insert this change transmittal immediately following the CT checklist, then fill in the entry line for CT:POH-157, and initial.

#### Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.

2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/ISS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

**(HR/ER)**